Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES
Wednesday, May 6, 2015 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Mathematics & Physical Sciences	Martin Chetlen Erik Reese Tom Ogimachi Marcos Enriquez (Alt.)	X X
Co-Chair: Academic Senate Representative	Michael Walegur	X			
Academic Senate President, ex officio	Mary Rees	X	Behavioral & Social Sciences	Kari Meyers Jack Miller	
Deans	Julius Sokenu Inajane Nicklas	X X	Enrollment Services, Health & Life Sciences	Christina Lee Norman Marten Audrey Chen Brenda Woodhouse	X
Business Services	John Sinutko Darlene Melby Dan McMichael	X X X			
Associated Students Representative	Victoria Metzel	X	Business, Languages & Learning Resources	Faten Habib	X
Guests	John Dobbins Dave Fuhrmann	X	Performing Arts & Student Life	Nathan Bowen Mickey Howell Brian Koehler (Alt.) Sherry D'Attile Giselle Ramirez Michael Grimes	 X
			Visual Arts & Applied Sciences	Steve Callis Howard Davis Gerry Zucca Ashley Chelonis	X X X X

TOPIC	ACTION
1. **WELCOME and INTRODUCTION**	The meeting was called to order at 1:20 p.m. and a quorum was established. Introductions were made around the room.
1. **Approval of Minutes April 8, 2015 meeting**	The minutes were approved with no changes. 4 abstained.

2. **INFORMATION/REPORTS**
   ➢ **IT UPDATE – Dave Fuhrmann/Dan McMichael**
   <u>Dan McMichael</u> - Time warner cable had some issues with accessing some sites and the library. After calls to Time Warner, the issue seems to have been resolved.
   ➢ **Review District Technology Plan –** <u>Dave Fuhrmann</u> – Recap of the 2015-18 plan sent out to the committee last month. Have been taking this plan to committees to have many people look through the plan and provide feedback. This current plan has 7 goals and objectives. Went through the goals and objectives with the committee.
      o Accreditation – new accreditation cycle will be in 2016. Standard III.C requires that	

an institution uses its technology resources to achieve it mission and to improve academic quality and institutional effectiveness.

- o Banner Systems Review - our Banner contract ends in 2018. There are lots of other options now to look at possibly replacing the system. Although we might not have resources for new system.
- o Campus Infrastructure Improvements – expansion of wireless and internet access. Close to 100 access points on MC right now. Requesting 10GB circuit for bandwidth currently have 1GB.
- o Capital Construction Project Support - The Measure S bond funds for IT have been fully expended which means that campuses will now be responsible for funding IT infrastructure improvements as local needs arise.
- o Classroom and Technology Improvements – most of the projectors are analog and would need to be digital replacements to keep technology current.
- o Disaster Recovery and Business Continuity – Need shorter time for systems recovery when there are outages. The District has set up systems at MC. The current processes were designed for an event that would disable the entire data center, with the ability to recover and relocate all production systems at MC within 24 to 72 hours. Newer technologies are available that allow for much shorter recovery times, providing the ability to relocate services or recover applications in less than an hour. The technologies will be acquired and implemented by the Fall 2015 semester.
- o Distance Learning – The states online education initiative is under way with VC participating in the pilot. The state chose Canvas as its management system. But due to upcoming accreditation, we will have D2L for a while longer.
- o District Technology Infrastructure and Support – Looking into cloud based servers and vendor-provided hosting options that could address support in a variety of ways.
- o Green Computing – Last year's energy costs were in excess of 2.5 million dollars with a likely of 10-12% raises each year in electric cost. Looking at ways to cut down technology energy costs.
- o Information Availability and Reporting – getting accurate information in a timely manner is needed for getting the data when you need it.
- o Information Security – Taking measures to secure the data of student records.
- o Information Technology Staffing Resources – We have the smallest IT staff in the state. Addressing through program plan and the restructuring of IT.
- o Mobile and Online Technology Enhancements – mobile app, website and portal. Enhanced blackboard connect in the last year.
- o Operational Efficiency Improvements through Technology – System called OnBase is currently being used in Financial Aid for tracking documents and forms submitted by students. It is also being deployed in Admission and Records. OnBase provides more advanced workflow and electronics capabilities than Banner with easier development and reduced maintenance time. It eliminates paper in a number of areas and reduces processing time with electronic approval and e-signatures.
- o Safety Technologies – Indoor speakers and improved outdoor speakers for public address and warning. Door locking systems for shelter in place incidents. Expanded video surveillance.

TOPIC	ACTION
o Social Media – Using Facebook and twitter as a tool for recruitment, marketing, etc. o State Initiatives – Part of the state's Matriculation program requires development of a common assessment system for all colleges. o Training – Provide training for all programs. Still accepting feedback on the plan. A portal update is scheduled for July 4th weekend. Course Studio and Group Studio will be gone then. ➢ **INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis** No report ➢ **FACILITIES PROJECTS UPDATE – John Sinutko** The football field should be finished by Tuesday. Will begin track replacement soon, the roof replacement on the Gym has begun. Fire alarm upgrades in PAC starting soon. Half way through the Prop 39 district wide.	
3. **Survey Results** – Co-Chair Ingram went over the results of the anonymous survey that was sent out to the committee in regards to process. Only 7 people responded. Co-Chair Ingram asked the committee to send in their survey ASAP and she will adjust the results.	
4. **Accomplishments for 2014/15**- Co-Chair Ingram handed out the accomplishments for 2014/15 and went through each goal with the committee.	The committee approved the accomplishments for 2014/15 with no changes.
5. **Preliminary Discussion of 2015/16 Goals** – The committee went through the current goals and made the following changes: • Goals 1,7,8 were complete pending board approval • Goal 2 Complete • Goals 3,4,5,6,9,10 Ongoing • Added: o Strategic Operations Plan and Integrating General	
6. **Other** – ➢ A new workgroup will be added to next year's program planning process: PAWG (Planning Advisory Work Group) will look at secondary effects and space allocations. PAWG will deal with issues that FRAWG already designated as space allocation issues and make recommendation on prioritization. ➢ Look at standardizing the spreadsheet between FRAWG and TRAWG to simplify the process.	
7. **Ongoing Discussion – Integrating general and non-general funds for Facilities/Technology planning**	This has been asked to become a goal for next year.
8. **ADJOURNMENT**	The meeting adjourned at 3:00 p.m.

HANDOUTS	F-CAP/T-CAP 2014-15 MEETING CALENDAR, 1st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda | 05/6/15 – MCShare & Website	**2014 |** ~~09/03~~, ~~10/01~~, ~~11/05~~, ~~12/03~~
F-CAP/T-CAP Meeting Minutes | 04/08/15 – MCShare & Website	**2015 |** ~~02/04~~, ~~03/04~~, ~~04/08~~, ~~05/06~~
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	

Facilities and Technology - Committee on Accreditation and Planning

- *The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.*

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP) *Committee of Academic Senate*	The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.	**Co-Chairs** • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council **Members** • Three faculty members from each Student Learning Division appointed by the Academic Senate Council • Two Deans selected by the Executive Vice President • Three Business Service representatives selected by the Vice President of Business Services • One student appointed by Associated Students